

Workshops

February 2016

★ **Metro Employment Center**
720 S. 200 E. • Salt Lake City

Register for reserved seating.
Walk-ins welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

| Job Seeking Skills | |
|-------------------------------|------------------|
| RESUMÉ WRITING: | |
| Feb 3 | 1:00 PM–3:30 PM |
| Feb 8 | 1:00 PM–3:30 PM |
| Feb 17 | 1:00 PM–3:30 PM |
| Feb 24 | 9:00 AM–11:30 AM |
| Feb 29 | 1:00 PM–3:30 PM |
| INTERVIEWING SKILLS: | |
| Feb 1 | 1:00 PM–3:30 PM |
| Feb 10 | 9:00 AM–11:30 AM |
| Feb 22 | 1:00 PM–3:30 PM |
| NETWORKING STRATEGIES: | |
| Feb 11 | 1:00 PM–3:30 PM |
| *LINKEDIN #1: | |
| Feb 2 | 1:00 PM–3:30 PM |
| Feb 9 | 1:00 PM–3:30 PM |
| *LINKEDIN #2: | |
| Feb 23 | 1:00 PM–3:30 PM |

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

LINKEDIN #2: Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

**Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

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| Life Skills | |
|---|--|
| BUDGETING AND CREDIT: | |
| Budgeting - Feb 16 | 8:45 AM–12:00 PM - TIER 1 |
| Credit - Feb 18 | 8:45 AM–12:00 PM - TIER 1 |
| FINDING HEALTHY RELATIONSHIPS – HOW TO AVOID A JERK OR JERKETTE: | |
| Feb 2 | 9:00 AM–12:00 PM BREAK/LUNCH 1:00 PM–4:00 PM |
| STRENGTHENING THE COUPLE RELATIONSHIP: | |
| Feb 9 | 9:00 AM–12:00 PM BREAK/LUNCH 1:00 PM–4:00 PM |
| PARENTING WITH LOVE AND LOGIC: | |
| Feb 16 | 9:00 AM–12:00 PM BREAK/LUNCH 1:00 PM–4:00 PM |

BUDGETING AND CREDIT: Learn how to budget, save, repay debt and build credit.

FINDING HEALTHY RELATIONSHIPS – How to Avoid a Jerk or Jerkette: For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

STRENGTHENING THE COUPLE RELATIONSHIP: Designed for couples in committed relationships—learn to understand one another’s differences, increase trust and dependability and develop a deeper commitment.

PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.